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Personnel

**APPOINTING REGULAR AIR FORCE
OFFICERS AND OBTAINING CONDITIONAL
RESERVE STATUS**

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This instruction implements Department of Defense Instruction (DoDI) 1310.2, *Appointing Regular Commissioned Officers*, May 28, 1996, and Air Force Policy Directive 36-26, *Military Force Management*. It details the criteria for appointing Regular Air Force officers and explains how Air Force Reserve (AFR) officers on extended active duty get Conditional Reserve Status (CRS). It does not apply to Air National Guard or US Air Force Reserve personnel not on active duty. Refer to **Attachment 1** for the glossary of references and supporting information.

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SUMMARY OF REVISIONS

This revision changes the Regular Air Force Appointment program (**Chapter 2**); and changes the age criteria for Regular Appointment for Nurse Corps (NC) and Biomedical Sciences Corps (BSC) (paragraph 2.1.). A | indicates revision from the previous edition.

Chapter 1

OBTAINING CONDITIONAL RESERVE STATUS (CRS)

1.1. Obtaining CRS for Line of the Air Force (LAF) Officers. The Air Force Personnel Center (AFPC) automatically gives LAF officers CRS through the Personnel Data System (PDS) when they enter active duty. Their date of separation (DOS) is indefinite.

1.2. Obtaining CRS for Chaplains. HQ AFPC/DPAH, Chaplain Personnel Management, 550 C Street West Suite 28, Randolph AFB TX 78150-4730, administers and implements the CRS program for all Air Force chaplains:

1.2.1. Applicant:

1.2.1.1. Completes AF Form 1229, **Application for Conditional Reserve Status**, in triplicate and without modification (i.e., no conditional acceptance). The applicant applying for Conditional Reserve Status completes this form and the form is maintained in the officer's Master Personnel Records Group (MPRG) at AFPC.

1.2.1.2. Obtains a DD Form 2088, **Certificate of Ecclesiastical Endorsement**, and ensures HQ AFPC/DPAH receives it before the board considers the application.

1.2.1.3. Obtains typed endorsements from the applicant's reporting official, the base staff chaplain, and the base commanderchaplain's commander.

1.2.1.4. Sends the application to MPF/Career Enhancement Element.

1.2.2. The MPF/Career Enhancement Element (the base-level office of primary responsibility [OPR]):

1.2.2.1. Verifies the applicant has served at least 24 months from his extended active duty (EAD) date, applied at least 6 months before his or her DOS and will complete 20 years total active federal military service (TAFMS), including 10 years total active federal commissioned service (TAFCS) by age 60, which is the mandatory age-based release date.

1.2.2.2. Informs chaplains who do not meet the total federal commissioned service (TAFCS) and age criteria in paragraph **1.2.2.1.** that they may file an AF Form 233, **Specified Period of Time Contract (SPTC)**, to remain on active duty.

1.2.2.3. Endorses applications for eligible chaplains and sends them to Major Command (MAJCOM)/HC.

1.2.3. MAJCOM/HC. Endorses the application and sends it to HQ AFPC/DPAH.

1.2.4. HQ AFPC/DPAH:

1.2.4.1. Approves or disapproves each CRS application.

1.2.4.2. Approves or disapproves SPTCs.

1.2.4.3. Notifies the MPF/Career Enhancement Element when it grants an officer CRS.

1.2.4.4. Sends copies of disapproved applications to HQ AFPC/DPPRS (Officer Separation Section), MAJCOM/HC, and MPF/career Enhancement Element.

1.2.4.5. Updates the officer's DOS to indefinite with CRS reason code "M" and the DOS reason code "23".

1.2.5. HQ AFPC/DPPRS. Updates the PDS to project the involuntary release date for all disapproved CRS applicants.

1.2.6. The Chaplain's Commander. Upon notification from MPF, advises the chaplain of CRS approval or disapproval.

1.3. Obtaining CRS for Judge Advocates (JA). HQ USAF/JAX administers and implements the CRS program for Air Force Judge Advocates. **NOTE:** Officers who enter the Department through the Funded Legal Education Program (FLEP) or the Excess Leave Program (ELP) do not compete for CRS. These officers incur an Active Duty Service Commitment (ADSC) as outlined in AFI 51-101, *Judge Advocate Accession Program*.

1.3.1. Applicant eligibility: Captains in their fifth year of commissioned service are eligible to apply for CRS. For example, judge advocates with a captain date of rank between 1 Jan 95 and 31 Dec 95 will compete for CRS in 2000.

1.3.1.1. Prior service and inter/intraservice transfer judge advocates. Judge advocates who receive an adjusted date of rank (DOR) based on prior service or are inter/intraservice transfer may not be required to compete for CRS if their DOR places them outside the CRS eligibility window. For example, a judge advocate accessed in 1995 and given a 1994 DOR will compete for promotion to major, rather than CRS, in 2000.

1.3.2. The Applicant:

1.3.2.1. Completes an AF Form 1229, without modification (i.e., no conditional acceptance).

1.3.2.2. Submits to the supervisor copies of all official performance and training reports, a one-page letter describing the reasons for seeking CRS, and any other documents specified in the JAX letter.

1.3.3. JA Supervisor. Endorses each CRS application and routes it through JA channels to HQ USAF/JAX, 1420 Air Force Pentagon, Washington DC 20330-1420.

1.3.4. The Judge Advocate General (TJAG):

1.3.4.1. Establishes JA CRS eligibility criteria based on the applicant's date of rank to captain.

1.3.4.2. Selects CRS board members.

1.3.4.3. Determines the board quota, based on force structure needs, before the board convenes.

1.3.4.4. Selects the JAs the board deems best qualified.

1.3.5. HQ USAF/JAX:

1.3.5.1. Announces before each board the eligibility requirements the TJAG establishes (see paragraph 1.3.4.1.) and the application deadline.

1.3.5.2. Conducts boards to rank the applicants according to their qualifications and recommends selected applicants to the TJAG.

1.3.5.3. Announces the board results.

1.3.5.4. Updates the new DOS (see **Table 1.1.**) for JAs granted CRS with a DOS to indefinite CRS reason code "M" and DOS reason code "23".

1.3.5.5. Sends copies of disapproved applications to HQ AFPC/DPPRS (Officer Separation Section), MAJCOM/JA and MPF/Career Enhancement Element.

1.3.6. HQ AFPC/DPPRS. Updates the PDS to project the involuntary release date for all disapproved CRS applicants.

1.3.7. Nonselection for CRS: Officers will be separated at their sixth years of service. Officers desiring to separate earlier may request an earlier DOS to JAX through their Number Air Force (NAF)/MAJCOM SJA.

1.4. Obtaining CRS for Health Profession Officers. Health Profession officers include Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Biomedical Sciences Corps (BSC), and Medical Service Corps (MSC). HQ AFPC/DPAM administers and implements the CRS program for all medical officers:

1.4.1. Applicant must complete AF Form 1229 in triplicate and without modification (i.e., no conditional acceptance), obtains the endorsement of his or her commander, completes part I of an AF Form 944, **Medical Certificate for Conditional Reserve Status and Regular Appointment**. The applicant has the appropriate medical authority complete part II or III of the AF Form 944. If part III is completed, has a physical examination in accordance with AFI 48-123, *Medical Examination and Standards*, if he or she requires a medical waiver for active duty. The member and medical facility representative complete the form and forward it in the application where it will be maintained in officer's MPRG at HQ AFPC. The applicant must obtain a letter of recommendation from: the chief nurse (when applying for the NC), the base's BSC senior advisor (when applying for the BSC), the MSC administrator or senior MSC officer (when applying for the MSC), the senior dental officer (when applying for the DC), and the senior MC officer or chief of professional services writes the letter (when applying for the MC). Medical Service Officers that are in career fields that require licensure should include a photo copy of their current license in the CRS application package. Sends the application to the MPF/Career Enhancement Element.

1.4.2. The MPF/Career Enhancement Element:

1.4.2.1. Verifies the applicant has served at least 24 months on current EAD--the only exception is an applicant who has been accepted into a training program who may apply sooner. Verifies the applicant has applied at least 6 months before his or her DOS; will be able to complete 20 years TAFMS including 10 years TAFCS by age 60 which is the mandatory age based release date; is a US citizen; and has the required license for primary duties (see AFI 44-119, *Medical Service Clinical Quality Management*).

1.4.2.2. Verifies the applicant is *not*: On EAD for training; en route to separation proceedings (including officers who return to port from overseas for separation--see paragraph **1.4.2.5.**); a Regular officer; an applicant already twice disapproved for CRS; eligible to retire from active duty; does not possess the required license for primary duties as outlined in AFI 44-119; and a nurse who has not passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN). (**EXCEPTIONS:** This criterion does not apply to a nurse reappointed to a line position or serving on a specified statutory tour.) HQ AFPC/DPAM and MAJCOM/SG may opt to consider an applicant more than twice.

1.4.2.3. Attaches memorandum certifying that the applicant meets eligibility criteria and does not have any quality force factors that would prevent their selection.

1.4.2.4. Forwards the application to HQ AFPC/DPAMN for NC, HQ AFPC/DPAMW for BSC and HQ AFPC/DPAMS for MSC, HQ AFPC/DPAMD and HQ AFPC/DPAMP for Dental and Medical Corps respectively.

1.4.2.5. Follows these procedures when an applicant's DOS falls before the final notifications of CRS approvals and disapprovals:

1.4.2.5.1. Enters a transaction identification code (TIC) of 430 for the applicant (which indicates that the applicant is not eligible to separate) with an estimated DOS not more than 30 days past the applicant's current DOS. Rescinds any special orders for the applicant's separation. Separates applicants disapproved for CRS as soon as possible. **NOTE:** HQ AFPC/DPAM updates the DOS of approved applicants.

1.4.2.6. Ensures that commanders notify approved applicants.

1.4.3. HQ AFPC/DPAM:

1.4.3.1. Conducts CRS selection boards for medical service officers.

1.4.3.2. Notifies the MPF of approved applicants.

1.4.3.3. Updates the new DOS of officers granted CRS with a DOS of indefinite (**Table 1.1.**) for the NC, MSC, and BSC. DOS for MC and DC will be established as the last day of the month on which the officer completes 20 years active service, including at least 10 years TAFCS by age 60 (**Table 1.1.**) and CRS reason code "M" with a DOS reason code "23".

1.4.3.4. Sends copies of disapproved applications to HQ AFPC/DPPRS (Officer Separation Section), MAJCOM/SG and the MPF/Career Enhancement Element.

1.4.3.5. Forwards copies of approved applications to HQ AFPC/DPSRI1 for filing in permanent military records.

1.4.4. HQ AFPC/DPPRS. Updates the PDS to project the involuntary release date for all disapproved CRS applicants.

Table 1.1. DOS For Each Competitive Category For CRS.

R	A	B	C
UL	If the		
E	officer is	and	then
1	LAF	the officer's EAD is after 31 Dec 89	place the officer in CRS with an indefinite DOS.
		The officer's EAD was 1986 - 1989	officer was placed in CRS at the selection board for captain and was established a DOS of indefinite.
2	JA	officer's EAD was after 31 Dec 89	access with an established 6 year DOS.

R	A	B	C
UL	If the officer is	and	then
3		the officer applies for CRS and HQ USAF/ JAX approves the application.	place the officer in CRS with an indefinite DOS.
4	HC	the officer applies for CRS and HQ AFPC/DPAH approves the application	place the officer in CRS with an indefinite DOS.
5	NC, BSC, or MSC	the officer applies for CRS and HQ AFPC/ DPAMM approves the application	assign an indefinite DOS if the officer completed 2 or more years of the current tour of active duty on 1 Jan 90 or later.
6			if the officer completed 2 or more years of the current tour of active duty prior to 1 Jan 1990, make the DOS the last day of the month in which the officer completes 20 years total active federal military service (TAFMS), including at least 10 years total active federal commissioned service (TAFCS).
7	MC, DC		assign a DOS of the last day of the month in which the officer completes 20 years active service, including at least 10 years TAFCS by age 60.

1.5. Retainability for CRS Officers. By Air Force policy, the maximum service of a CRS officer is limited to 20 years of active military service or until eligible to retire as an officer, whichever is later. Prior service officers will not be separated or retired involuntarily until they have been considered for promotion at least twice to the next higher grade unless separated or retired under another provision of law or policy. For those officers selected for promotion to major and eligible to retire, the officer's DOS will be set to coincide with completion of the 2-year active duty service commitment (ADSC), beginning with the effective date of promotion to major. For those selected for major and who remain in CRS, their DOS will be updated to coincide with the 20 years of active military service, completion of the ADSC, or until eligible to retire as an officer, whichever is later. **NOTE:** MC/DC do not incur an ADSC for promotion.

Chapter 2

OBTAINING REGULAR AIR FORCE APPOINTMENTS

2.1. Obtaining Regular Air Force Appointments for LAF Officers, Chaplains, Health Profession Officers, and Judge Advocates. Officers will be offered a Regular Air Force Appointment when they are selected for promotion to major, lieutenant colonel and colonel except for MC and DC officers and graduates of the Uniformed Services University of the Health Sciences (USUHS). MC and DC will be offered a Regular Appointment when selected for promotion to lieutenant colonel and colonel. (See paragraph 2.1.2. for exception to policy.) Upon graduation, USUHS graduates are appointed regular officers in accordance with Title 10, USC, section 2114. Officers must meet the eligibility criteria for a Regular Appointment as established in Title 10, USC, section 532, by completing 20 years active commissioned service before their 55th birthday. **EXCEPTION:** Chaplains, BSCs, Nurse Corps, and MC/DC officers are eligible if they can complete 20 years active military service and 10 years active commissioned service by the end of the month in which he or she turns 62. All officers must be qualified for worldwide duty; be a citizen of the United States; and be of good moral character.

2.1.1. HQ AFPC/DPPPOC ensures all eligible Reserve officers are built to the promotion board file.

2.1.2. MC/DC officers accessed in the grade of colonel may apply for a Regular Appointment upon completion of 2 years current EAD and 4 years total active federal commissioned service as an MC/DC officer. The eligibility criteria in paragraph 2.1. also applies. Since these officers will not have an opportunity for Regular appointment, the following procedures apply:

2.1.2.1. Member must write a letter requesting the appointment addressed to MAJCOM/SG and HQ AFPC/DPPPOC, 550 C Street West, Suite 8, Randolph AFB, TX 78150-4710.

2.1.2.2. Attaches an AF Form 944 (parts I and II completed) to the application.

2.1.2.3. DC officers must also include a memorandum from the Base Dental Surgeon or Director of Dental Service which consists of a few statements concerning each applicant's performance on duty and potential strengths and weaknesses. The MAJCOM Dental Surgeon endorses the memorandum.

2.1.2.4. MC officer's application must be endorsed by the Military Treatment Facility Commander with a few statements concerning each applicant's performance on duty and potential strengths and weaknesses. The MAJCOM/SG endorses the memorandum.

2.1.2.5. An applicant who is not a US citizen by birth must also furnish a certificate filled out by an officer, notary public, or other person authorized by law to administer oaths, stating: "I certify that I have, on this date, seen the original Certificate of Citizenship (number) (or a certified copy of the court order establishing citizenship) stating that (applicant's full name) was admitted to US citizenship by the Court of (District or County and State) on (date)." Applicants may not, under any circumstance, make facsimiles, copies, or photographs of naturalization certificates (Title 18 U.S.C., 1426 [h]).

2.1.2.6. Must staff through the MPF/Career Enhancement Element for further processing. The MPF endorses the application with the type of security clearance and includes a statement indicating any unfavorable information in the applicants' records and forwards to MAJCOM/SG for endorsement.

2.1.2.7. The MAJCOM/SG will forward to HQ AFPC/DPPPOC for final approval and Senate confirmation.

2.2. Officers Selected for Regular Air Force Appointment and Action to be Taken After Selection:

2.2.1. The MPF/Career Enhancement Element provides each selected officer the congratulatory RIP (Report on Individual Person) produced by the PDS (see **Attachment 2**) and includes a copy of the most recent Regular Air Force fact sheet which is provided by HQ AFPC/DPPPOC and a copy of the AF Form 944. Ensures that each officer who wants to accept the Regular Air Force Appointment completes AF Form 944 within 60 days. Updates all AF Forms 944 in PDS by updating PTI 447 DIN SIA (Code B if parts I and II are completed and Code C if parts I and III are completed). If an officer takes no action to accept or decline the offer within 60 days of release, the offer is then terminated and a termination RIP (**Attachment 3**) will automatically be produced and must be forwarded to notify the officer that the offer to accept the Regular Air Force Appointment is no longer available. After HQ AFPC/DPPPOC notifies the MPF that the Senate has confirmed the nomination list, the appropriate Senate confirmation RIP (**Attachment 4** or **Attachment 5**) must be forwarded to the officer with the AF Form 133, **Oath of Office**. Once the AF Form 133 is completed and returned, PDS must be updated using PTI 447 DIN SIA (Code B) and DIN SID (Date the Oath was administered YYM-MDD). Completes DD Form 1AF, **Certificate of Commission**. Instructs officers wishing to decline a Regular Air Force appointment to complete AF Form 1371, **Statement of Declination of Regular Air Force Appointment**. Update PDS by using PTI 447 DIN SIA (Code 5). Forwards AF Forms 944, 1371, and 133 to HQ AFPC/DPPPOC, 550 C Street West Suite 8, Randolph AFB TX 78150-4710, after updating PDS.

2.2.2. The Commander ensures each officer who is promoted and is nominated for a Regular Air Force appointment is of good moral character. Signs the notification Record of Individual performance (RIP) (see **Attachment 2**), termination RIP (see **Attachment 3**) and confirmation RIP (see **Attachment 4** and **Attachment 5**). If officer is being removed from the promotion list prior to officer accepting the Regular Air Force Appointment (completing the AF Form 133), ensures the removal package also includes removal from the Regular Air Force Appointment List.

2.2.3. The officer may accept or decline the appointment offer:

2.2.3.1. An officer accepting a Regular Air Force Appointment completes an AF Form 944 (parts I and II) within 60 days of notification. Obtains and reads the Regular Air Force fact sheet before taking the oath of office. *NOTE:* Chaplains must ensure that a new DD Form 2088 is sent from their endorsing agency to HQ AFPC/DPAH. Completes an AF Form 133 after Senate confirmation of his or her appointment. No active duty service commitment is incurred for accepting a Regular Appointment.

2.2.3.2. An officer declining a Regular Air Force Appointment completes an AF Form 1371 and sends it to the MPF/Career Enhancement Element. The officer completes the form, and it is maintained in the officer's MPRG at AFPC. An officer who declines his Regular appointment may request voluntary separation to be effective on completion of any unfilled active duty service, or on the first day of the 12th month following release of the regular appointment or he or she may be released on his or her normal DOS unless separated sooner in accordance with other applicable law or policy.

2.3. An Officer Who Declined or Took no Action to Accept the Offer and may Request Reinstatement of Regular Air Force Appointment:

2.3.1. The officer submits a request for reinstatement within 4 months of the public release of the board results.

Must have at least 90 days retainability. Completes an AF Form 944, parts I and II. Submits a written request to accept the Regular Air Force appointment and attaches the wing commander's (or equivalent) endorsement.

2.3.2. The MPF/Career Enhancement Element verifies the officer has at least 90 days retainability. Forwards the package to HQ AFPC/DPPPOC for approval or disapproval. Advises officer of the final decision. Ensures approved officers complete an AF Form 133. Forwards the AF Form 133 to HQ AFPC/DPPPOC for updating. Completes DD Form 1AF if approved.

2.3.3. HQ AFPC/DPPPOC reviews the request. Forwards it to the appropriate assignment resource manager for comments and recommendation. Notifies the MPF of approval or disapproval. Updates the PDS on approvals.

2.4. Interservice Transfers and Reserve Recallees:

2.4.1. Regular officers transferring from another Service become Regular Air Force officers provided there is no break in service.

2.4.2. Reserve officers transferring from another Service or Reserve Recallees will be offered Regular in conjunction with promotion in accordance with paragraph 2.1.

2.5. Posthumous Regular Air Force Appointments:

2.5.1. The immediate commander of an officer selected for a Regular Air Force appointment but who dies in the line of duty sends a request for appointment to HQ AFPC/DPPPOC.

2.5.2. HQ AFPC/DPPPOC approves request, prepares DD Form 1AF, and forwards to HQ AFPC/DPW.

2.5.3. HQ AFPC/DPW sends a letter and DD Form 1AF to the officer's next of kin.

2.5.4. No financial benefits result from a posthumous appointment.

Chapter 3

PROPRIETY OF REGULAR AIR FORCE APPOINTMENTS

3.1. Initiating a Propriety Action Against a Regular Air Force Appointee. If there is reason to believe an officer is not mentally, physically, morally, or professionally qualified for a Regular Air Force appointment, the proper authority may begin action to: Delay the appointment or remove the officer's name from the nomination list (see **Table 3.1.** for instructions for delaying and removing an appointment).

3.2. Who initiates a Regular Air Force Appointment Propriety. The immediate commander of an officer recommended for a Regular Air Force appointment or a higher level officer exercising command authority may initiate a propriety challenge to the recommendation. The commander must process this action with early identification, proper documentation, and priority handling as soon as the commander determines the officer is not qualified. A squadron section commander or staff head is not the officer's commander for purposes of initiating such actions, unless both of these criteria are met: The squadron section commander or staff officer is equal to or senior in grade to the affected officer. The Air Force assigns the affected officer to the parent organization or staff attached by administrative orders (in accordance with AFI 51-604, *Appointments to and Assumption of Command*) to the squadron section or staff that handles adverse personnel actions (other than actions under the Uniform Code of Military Justice).

3.2.1. The commander initiating a propriety action begins a case file and ensures the case file includes all information pertaining to the recommendation. (**EXCEPTION:** The commander may withhold information based on the written advice of a Judge Advocate.) Allows the affected officer to comment on any information added to the case file after he or she first reviews and acknowledges the recommendation. Tries to include only original documents in the case file. (Any copies must be easily readable. If necessary, retype and certify the documents.) Follows the process outlined in **Table 3.1.** **NOTE:** Formal rules of evidence do not apply to Regular Air Force propriety actions.

3.2.2. The major commander reviews propriety action as outlined in **Table 3.1.**

3.3. Procedures for Delaying an Appointment. Commanders should initiate a delay if there is reasonable doubt as to the propriety of an officer being tendered a Regular appointment; hence, the commander should delay the action until determining whether the officer should be allowed to take the oath of office. The delay is effective when the commander notifies the officer of the delay, either verbally or in writing. Accomplish this notification prior to the officer executing the AF Form 133. See **Table 3.1.** for the procedures outlined for delaying an appointment.

3.4. Approving a Delay of an Appointment. The major commander approves initial delays. The initial delay may not exceed 6 months from the officer's original effective date of delay. The major commander notifies the officer, in writing, the delay action has been approved.

3.5. Extension of Initial Delay. The affected officer's major commander must approve the extension in writing, no later than 30 days before the initial delay period ends. A delay may be extended more than once; however, no extension period may exceed 6 months.

3.6. Upon Expiration of Delay the Following Should Occur:

3.6.1. HQ AFPC/DPPPOC advises the MPF to have the officer complete an AF Form 944, AF Form 133, and forwards forms to HQ AFPC/DPPPOC for updating into the HAF file.

3.6.2. Servicing MPF ensures officer completes an AF Form 944, parts I and II and AF Form 133 and forwards to HQ AFPC/DPPPOC for final processing. Completes a DD Form 1AF and provides to the member.

3.7. Initiating a Removal Action. Commanders initiate a removal of an appointment when the preponderance of evidence shows the officer is not mentally, physically, morally, or professionally qualified for a Regular Air Force appointment. The commander informs the officer of the recommended action, either verbally or in writing, before the officer completes an AF Form 133. A removal action automatically delays the officer's Regular Air Force appointment until the Secretary of the Air Force (SAF) makes a decision on the removal action (see **Table 3.1.** for processing a removal package).

3.7.1. The SAF, acting for the President, approves or disapproves all removal actions.

3.8. Forms Prescribed . AF Form 1229, **Application for Conditional Reserve Status**; AF Fm 944, **Medical Certificate for Conditional Reserve Status and Regular Appointment**; AF Fm 1371, **Statement of Declination of Regular Air Force Appointment**.

Table 3.1. Processing Recommendation To Delay an Appointment or Remove an Officer From a Select List.

	A	B
R U L E	Who Takes Action	Sequence of Actions
1	Immediate or higher commander	Contact Directorate of Personnel (DP) and Judge Advocate (JA) staff members for counsel and assistance.

	A	B
R U L E	Who Takes Action	Sequence of Actions
2		Notify the officer, in writing, of the action being taken. The letter of notification to the officer will include: One or more specific reasons for the action with supporting documents attached. How long the delay action will remain in effect (may not exceed 6 months). Delay period begins on date officer is notified. If the request is a removal then it will be in effect until the Secretary of the Air Force makes a decision. The officer must acknowledge receipt and understanding of the memorandum. The officer's right to submit a statement, on his or her behalf, attaching supporting documents if applicable. The officer's option to decline the appointment pending a final decision of the approval authority. The officer's responsibility to reply within a reasonable amount of time (usually 5 duty days).
3	Servicing MPF	When a commander initiates action, send a message to HQ AFPC/DPPPOC, 550 C Street West Ste 8, Randolph AFB TX 78150-4710, including information on the type of action being taken, name and SSN of the officer, name and position of the commander taking the action, and date officer was notified. Send information copies of the message to the intermediate commanders.
4	Officer	Acknowledge receipt of the letter of notification and attach statement on own behalf, if desired. If a statement is not submitted, a declination to submit it must be included in the written acknowledgment. Return all correspondence with attachments to the commander initiating action.

	A	B
R U L E	Who Takes Action	Sequence of Actions
5	Commander initiating action	Send all correspondence to the MPF/ Career Enhancement Element.
6	Servicing MPF/Career Enhancement Element	Review processing to ensure compli- ance with above steps; receive a written legal review of the case by JA; send the case through channels to officer's MAJ- COM of assignment at time of initiation. If officer is reassigned, losing MPF sends copy of the case file to gaining MPF with information copy to gaining MAJCOM.
7	Intermediate commander	Reviews the case. Sends it to the officer's MAJCOM of assignment, through channels, with the appropriate recommendation. NOTE: The com- mander, vice or deputy commander, or staff director must sign the forwarding endorsement. Legal review is not required.

	A	B
R U L E	Who Takes Action	Sequence of Actions
8	Major Command	<p>DELAYS: See Attachment 1 to determine major commanders. Reviews the case. The major commander is the approval authority for delays and extension of delays for Regular appointments. Obtains a JA review to ensure the case file is complete and the evidence is legally sufficient. Includes a copy of the JA review in the case file. The officer's parent MAJCOM at the time of initiation of the propriety action is the command channel for processing the action should the officer be reassigned during the process. Delegates (if appropriate), in writing, down to and including wing or equivalent commanders the authority to disapprove a propriety action. Disapproves inappropriate recommendations against an officer and returns the case through channels to the initiating commander. Informs HQ AFPC/DPPPOC of the decision and the date of the disapproval. Instructs the initiating commander to inform the affected officer, in writing, of the disapproval of the action. Instructs the commander who initiated an approved delay recommendation to inform the affected officer and advise him or her of the consequences of the decision. Sends copies of appointment delay case file to HQ AFPC/DPPPOC to include the following documentation: The case logically detailed and in chronological order. All necessary documents (ensure they are easy to read). Detailed case synopsis that references pertinent and appropriately tabbed documents or statements. Other significant information.</p>

	A	B
R U L E	Who Takes Action	Sequence of Actions
		REMOVAL: Obtains a JA review to ensure the case file is complete and the evidence is legally sufficient. Includes a copy of the JA review in the case the major commander makes recommendations for officers being removed from a Regular appointment list. The case file is sent to HQ AFPC/DPPPOC to include the following documentation: the case logically detailed and in chronological order; all necessary documents (ensure they are easy to read); detailed case synopsis that references pertinent and appropriately tabbed documents or statements; and other significant information.
9	HQ AFPC/DPPPOC	DELAYS: Reviews the case for compliance with this AFI. When delay expires, notify MPF/Career Enhancement Element to let officer complete AF Form 944 and AF Form 133.
		REMOVALS: Reviews the case for compliance with this AFI. Returns the case to the major commander for further justification if evidence to support the action is legally insufficient. Staffs the case file to the Secretary of the Air Force for final processing. Updates the Master Personnel File (MPF) as appropriate.
10	Secretary of the Air Force	Approval authority for removing officer's name from the Regular Air Force Appointment List.

	A	B
R U L E	Who Takes Action	Sequence of Actions
11	MPF/Career Enhancement Element	After the delay expires or Regular appointment removal case file has been disapproved, ensures officer completes an AF Form 944, parts I and II and AF Form 133 and forwards to HQ AFPC/DPPPOC for final processing. Completes a DD Form 1AF.

MICHAEL G. McGINTY, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Department of Defense Instruction (DoDI) 1310.2, *Appointing Regular Commissioned Officers*, May 28, 1996

Air Force Policy Directive (AFPD) 36-26, *Military Force Management*

Title 10, United States Code (U.S.C.), Section 8013

AFI 33-360, volume 1, *Publications Management Program*

AFI 48-123, *Medical Examination and Standards*

AFI 44-119, *Medical Service Clinical Quality Management*

AFI 51-604, *Appointments to and Assumption of Command*

Title 10, U.S.C., Section 532 and 2114

Terms

Active Duty (AD)—Full-time duty in a military service of the United States. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty. Also called AD. See also active duty for training; inactive duty training.

Active-Duty List (ADL)—All Air Force officers serving on extended active duty other than those excluded by Title 10, U.S.C., Section 641. The Air Force places officers on the ADL in order of seniority, based on current grade, and grouped by competitive category.

Competitive Category—A group or category of officers in competition for promotions. The established categories are Line of the Air Force (LAF), Judge Advocate (JA), Chaplain (HC), Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Date of Separation (DOS)—The date an individual's active duty terminates as established by law or policy.

Extended Active Duty (EAD)—A tour of active duty (normally more than 90 days) performed by a member of the Air Reserve Components (ARC). Strength accountability for persons on EAD changes from ARC to the active force. EAD does not include active duty for training and active duty in a Service academy or an Armed Forces preparatory school.

Major Commander—The term major commander as used in this instruction refers to:

- The commander or vice commander, MAJCOM, or Field Operating Agency (FOA);
- An Air Staff Deputy Chief of Staff or Directors and comparable officers within the Office of the Secretary of the Air Force Command Code ON;
- The commander, vice or superintendent, Direct Reporting Unit (DRU);

- The commander, 1100 National Capital Region Support Group (11th00NCR SPTGWing;
- The commander, USAFE, for Command Code 3G;
- General officer at the Air Force Materiel Command Center/Wing Level.

Regular Air Force Appointment Propriety Actions—Administrative actions taken by a proper authority to either delay an officer's appointment, or remove an officer's name from a recommended list.

Attachment 2

SAMPLE NOTIFICATION MEMORANDUM FOR OFFICERS SELECTED FOR REGAF

(Date)

MEMORANDUM FOR (Officer/SSN/RNLTD DATE [gaining unit])

FROM: UNIT COMMANDER

SUBJECT: Selection for Regular Air Force (RegAF) Appointment (Expires:_____)

Congratulations on your selection for a Regular Air Force appointment. The particular procedures needed to accept this offer are listed below. Attachment 1 is a fact sheet to assist you in answering questions you may have on whether to accept or decline the Regular Air Force appointment.

- a. If you plan to accept, you will need to obtain medical certification for worldwide duty by having the medical service personnel complete the AF Form 944 (**Attachment 2**) and ensure the form is returned to the MPF/(Office Symbol) NLT *_____. **NOTE:** The oath of office that is taken in conjunction with acceptance of RegAF may not be executed until after the Senate has confirmed the nomination list of RegAF selectees. AFPC will notify your MPF, via an AIG 8106 message, and provide you a second system notice when the Senate confirms the nomination list. Do not take the oath until you receive the second notice. *For Chaplains only:* You must complete DD Form 2088, Certificate of Ecclesiastical Endorsement, in addition to the medical certification.
- b. If you want to decline the offer, complete the AF Form 1371 and return it to the MPF NLT *_____. The MPF/(Office Symbol) provides this form upon request.

This offer of RegAF appointment will automatically terminate if you have not provided the appropriate forms to the MPF/(Office Symbol) by *_____.

Please acknowledge receipt of this notice by signing below and returning a copy of this product to the MPF/(Office Symbol) within 5 duty days of receipt. Contact them at extension **_____ if you have any questions.

(Signature of Commander)

Attachments:

1. Information Fact Sheet
2. AF Form 944 (Medical Certification)

1st Ind, (Officer)

(Date)

TO: MPF/(Office Symbol)

Address

Receipt acknowledged.

(Signature of Officer)

* = 60 days from public release (flow date + 60 days)

** = Duty phone of MPF/(office symbol)

Attachment 3

**SAMPLE TERMINATION MEMORANDUM FOR
OFFICERS WHO DID NOT RESPOND TO REGAF OFFER**

(Date)

MEMORANDUM FOR (Officer/SSN/RNLTD DATE [gaining unit])

FROM: UNIT COMMANDER

SUBJECT: Termination of Regular Air Force Appointment Offer

The recent offer of a Regular Air Force Appointment has been terminated because you did not respond within the established suspense date of *_____. You should contact the MPF/(Office Symbol) extension **_____ if you have any questions.

(Signature of Commander)

* = Suspense date established by AFPC of 60 days from public release date

** = Phone number of MPF/(office symbol)

Attachment 4**SAMPLE CONFIRMATION LETTER FOR OFFICERS WHO HAVE
COMPLETED PARTS I AND II OF AF FORM 944**

(Date)

MEMORANDUM FOR (Officer/SSN/RNLTD DATE [gaining unit])

FROM: UNIT COMMANDER

SUBJECT: Senate Confirmation of a Regular Air Force Appointment Offer (Suspense:* _____)

The Senate has confirmed the list of officers selected for Regular Air Force Appointment. Execute the oath of office (AF Form 133) as soon as possible since you have previously obtained medical clearance for worldwide duty. Please return the attached AF Form 133 to the MPF/(Office Symbol) not later than the suspense date indicated above. You should contact the MPF/(Office Symbol) at extension ** _____ if you have any questions.

(Signature of Commander)

Attachment:

AF Form 133, Oath of Office

* = Date established by MPF/(Office Symbol) which allows officer approximately 30 days to take the oath (flow date + 30 days)

** = Phone number of MPF/(Office Symbol)

Attachment 5

**SAMPLE CONFIRMATION MEMORANDUM FOR OFFICERS WHO HAVE
NOT COMPLETED PARTS I AND II OF AF FORM 944**

(Date)

MEMORANDUM FOR (Officer/SSN/RNLTD DATE [gaining unit])

FROM: UNIT COMMANDER

SUBJECT: Senate Confirmation of a Regular Air Force Appointment Offer (Suspense:_____)

The Senate has confirmed the list of officers selected for Regular Air Force Appointment. However, you must complete parts I and II of AF Form 944 before taking the oath of office (AF Form 133). Execute the oath of office (AF Form 133) upon completion of AF Form 944. Please return the completed AF Form 944 and the executed AF Form 133 to the MPF/(Office Symbol) not later than the suspense date indicated above. You should contact the MPF/(Office Symbol) at extension **_____ if you have any questions.

(Signature of Commander)

Attachment:

AF Form 133, Oath of Office

* = Date established by MPF/(Office Symbol) which allows officer

approximately 30 days to take the oath (flow date + 30 days)

**= Phone number of MPF/(Office Symbol)